DOCUMENT RESUME

ED 475 749 IR 021 875

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TITLE	Learning To Learn: A Guide to Becoming Information Literate.
ISBN	ISBN-1-55570-452-2
PUB DATE	2002-00-00
NOTE	129p.; Companion Web site: http://www.neal-schuman.com/riedling/.
AVAILABLE FROM	Neal-Schuman Publishers, 100 Newfield Ave., Edison, NJ 08837 ($24.95 plus shipping). Tel: 866-672-6657 (Toll Free); Fax: 866-209-7932 (Toll Free); Web site: http://www.neal-schuman.com; e-mail: orders@neal-schuman.com/ .
PUB TYPE	Books (010) -- Guides - Classroom - Learner (051)
EDRS PRICE	Document Not Available From EDRS.
DESCRIPTORS	Citations (References); Copyrights; Electronic Libraries; Higher Education; *Information Literacy; Information Seeking; *Information Skills; Library Services; Plagiarism; *Research Skills; Search Engines; Search Strategies; Secondary Education; World Wide Web
IDENTIFIERS	Electronic Resources

ABSTRACT

This guide is designed to help students from middle school through the beginning college level master the essential information literacy skills and become effective, efficient learners. It covers the entire process of the research experience from choosing a topic and learning how to explore it effectively, to using the library and its resources, evaluating sources, understanding copyright and plagiarism, and how to write the paper. Chapter 1 discusses the critical nature of new research skills. Chapter 2 covers subject selection, narrowing a subject to a topic, and basic resources and tools necessary to locate an appropriate topic. Chapter 3 examines the search for information. Chapter 4 provides useful information about library policies and services, electronic information (including indexes and databases), and virtual libraries. Chapter 5 explores search techniques, search engines, subject directories, and the Invisible (or Deep) Web and how to use them successfully. Chapter 6 covers the evaluation of information. Chapter 7 discusses the issues of copyright and plagiarism of print, nonprint, and Internet resources. Chapter 8 explains three basic citation styles. Chapter 9 provides methods, guidelines, and examples to assist with organizing research information. A Webliography, glossary, and index are included. (MES)

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